

Using a Private Phone Number to Call Patients

IMPORTANT NOTE About Using *67

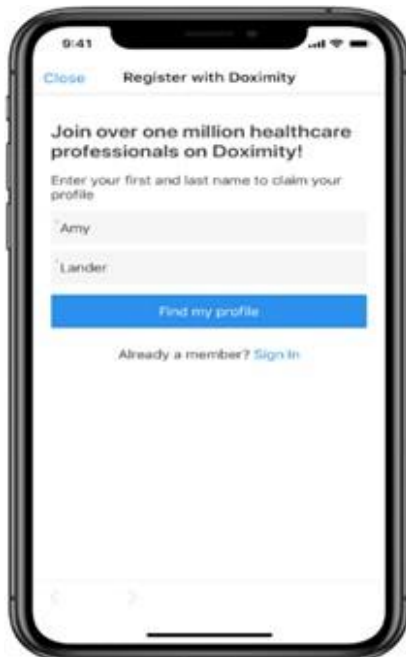
Although your personal number will not show up on the patient's caller ID when using *67, it still **may show up on their phone bill**. Because your number may not be completely blocked, using *67 is **NOT** an ideal option.

OPTIMAL OPTION: DOXIMITY




Follow these Steps:

1. In order to **register** for your **Free Doximity** account and join a Care Team, please go to the following address: www.doximity.com/care_team. (It is best to go to the site from your phone as opposed to registering via another device.)
2. Scroll down and click on the blue "Sign up" button toward bottom of the page.
3. You will then see the following screen. Enter your first and last name. Then click the blue Find my profile button.



4. You may already have an account from a prior job. However, select the option “**Don’t see your name? Select to create a new account.**” Enter relevant details.

IMPORTANT: When filling in “Office Address & Contact numbers”, use the telephone number and address info of the VA Health Care System, Do NOT use your personal contact info. You will also need to enter your DOB and home zip code in order to verify your status as a healthcare professional. Lastly, confirm your profile by answering the verification questions in order to finalize account registration.

5. At the next prompt, enter **your VA email**, and choose an **account password**.
6. You will now be prompted to **Join a Physician’s Care Team**. Work with your leadership to ensure that there are one or more physicians established on Doximity, as your account needs to be associated with a Physician if you are not one. Search for the physician by name and once found click on “**Join Care Team**”.
7. Click on the blue **Use App** button. This should take you to your play store for downloading the app. If you do not get a prompt to “Use App”, simply download the **Doximity** app by searching for it in the app store associated with your smart phone.
8. Once downloaded, open the app  on your phone. Enter your **Email** and **Password** to Sign in if the app does not automatically Sign you in.
9. Once you sign in, clear the orientation screens by clicking “next” at the bottom right (you will need to clear several into screens). Tap the ‘**Dialer**’ icon near the bottom of your screen (see image below). If you don’t see the Dialer icon, make sure you’ve joined a Care Team.



10. Tap the blue **Link My Phone** button that appears on the pop-up screen. You will be prompted to “Call +1 (415)-xxx-xxx, xxxxxx”. This is an automated call; the last 6 digits on the number are used for verification purposes.
11. If you don’t see a **Link my Phone** button, log out of the app and log back in and start over from step 8 above.
12. If you have the VA number associated with your profile, you are all done with the setup. You should

see a “**You’re In!**” screen. Confirm that the number at the top of your screen is the one you wish to display on your patient’s caller ID.

13. **IMPORTANT**: Before calling a patient, call a coworker or other trusted phone number to validate that the dialer is working correctly. Dial the phone number on the keypad and click the green call button.
14. When you attempt to call patients through the Dialer, you will see “Call +1-415-xxx-xxxx” number. This is a bridge line that will connect you to your call while hiding your number.
15. If you are not verified, it will prompt you to Get Verified. Tap Get Verified.
16. **That’s it!** You will be connected to the recipient of your call. The patient/call recipient will see your office number on their caller ID.

OPTION 2: Google Voice



Google Voice

FOLLOW INSTRUCTIONS HERE: <https://www.digitaltrends.com/mobile/how-to-set-up-google-voice/>

Set up Google Voice on iPhone

- If you don’t have the Google Voice app, download it from the App Store.
- Launch the app, and when Google recognizes your account, tap Continue as [Your Name].
- Tap Accept to the terms and conditions.
- Tap Search to choose a Google Voice number by city or area code.
- Select the number you want from the list.
- Agree to verify your existing phone number by tapping Next.
- Enter your phone number and tap Send Code.
- Enter the text code you received.

- You will get a message that your account is ready to use.
- Google then alerts you that it has added your account.
- Google asks permission to access your contacts. Tap OK.
- Google asks permission to send notifications. Tap Allow.
- Google sends an alert that all calls made from Google Voice will show up in the app.

Set up Google Voice on Android

- If you don't have the Google Voice app, download and install it from the Google Play Store.
- The app may or may not ask you to choose or sign in to your Google account.
- Tap Search to select a Google Voice phone number. Select the number that you want your contacts to see when you call them. You can search by city or area code.
- Tap Select when you choose your number, and then tap Next to confirm the phone number you selected.
- Google Voice confirms the number you chose, and if it all looks OK, then tap Accept Number.
- You will be asked to add a number; if you haven't added your mobile phone number to your Google account, do so and click Send Code.
- An alert asks permission for Google Voice to access your contacts. Tap Allow.
- A list of your contacts pops up.
- You are now ready to use your new Google Voice phone number.